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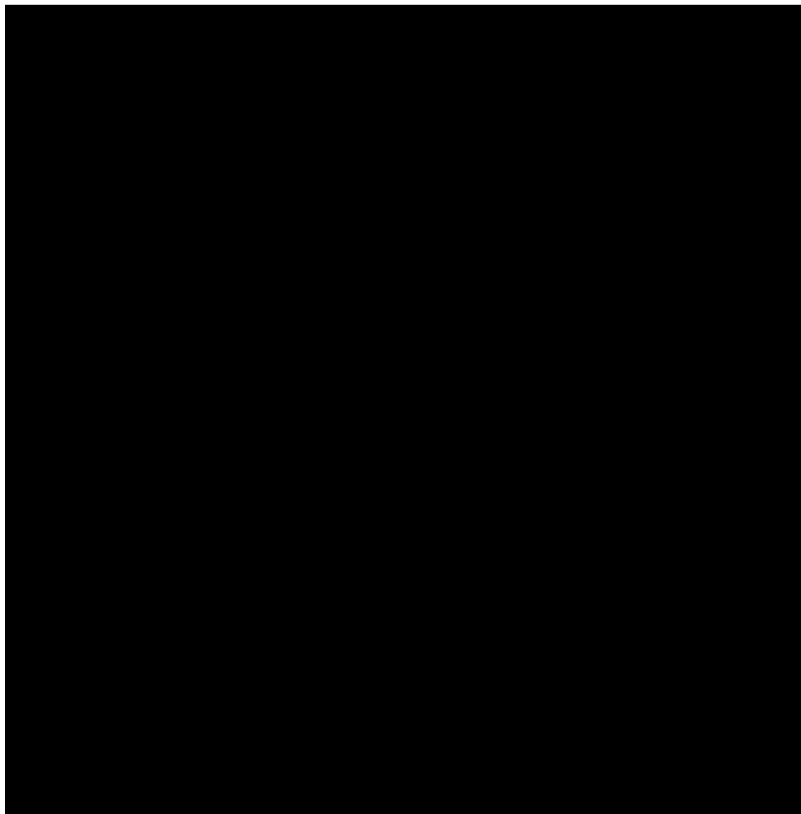
21 JUL 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Visitors' Day at the New CIA Headquarters Building

1. A meeting was held in the office of the Director of Logistics at 1100 hours on 18 July 1961. The meeting concerned preliminary arrangements for the Visitors' Day at the new CIA Headquarters building on 26 August 1961. Those present were as follows:

Mr. James A. Garrison, Director of Logistics



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2. Admittance Tickets

There was a general discussion of the use of admittance tickets to be issued to each employee accepting the invitation to

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IN CLASS \_\_\_\_\_ CLASS CHANGED TO: IS S C SET. JUST. 22  
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visit the new building. Generally, it was agreed that the color of the tickets for the three major CIA components should be different, each color representing one of the three three-hour visiting blocks that each of the components has been given. Further, the distribution of the tickets was discussed. Distribution through the Administrative Offices was favored. An administrative control number for the cards was recommended. The type of card used will be similar to the one used for the Cornerstone Ceremony, including a sketch map on the back of each card.

### 3. The Tour

Generally, it was agreed that the tour would include the lobby, the OCR/Library, the cafeteria and its kitchen, and certain offices on the seventh floor.

### 4. Guides

It was decided that guides should be Agency female employees who volunteer to conduct the visitors on the prescribed tour. The Office of Personnel will do the recruiting of guides. The exact number of guides could not be determined until an estimate of the number of visitors is completed by the Planning Staff, OL. It was pointed out that the guides would have to be rehearsed prior to 26 August. Saturday, 19 August, or some weekday afternoon of the week before 26 August was discussed as a rehearsal time. Saturday was considered a good day because the contractor would not be working, unless he was behind schedule. The weekday afternoon date would have to be after 4:00 o'clock in the afternoon, at which time construction work ceases. However, the advantage of the weekday rehearsal is that it would not interfere with the weekend. Rehearsal schedule was left open pending further discussion by Mr. [REDACTED] with the contractor to determine a time which would not interfere with work in progress. It was agreed that guides should wear identifying arm bands and name tags.

### 5. Transportation

It was pointed out that the Transportation Division would have responsibility for routes into and out of parking lots adjacent to the building, marking routes, providing buses to transport guides and other personnel working on the Visitors' Day preparations, and towing and wrecking service.

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6. Medical Facilities

It was agreed that the Medical Staff should be asked to set up a first-aid station.

7. Refreshments

Because of the delays involved, the litter which would be created, and the probability that GSI would not be set up by 26 August to volunteer its services, it was decided not to make arrangements for refreshments.

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8. Elevator Operators

Mr. [REDACTED] agreed to arrange for elevator operators for the day of the visit. The number of operators will depend on uncompleted estimates of the number of people to be handled.

9. Invitations

The Planning Staff, OL, was given the assignment to prepare announcements of the program and invitations to employees.

10. Security

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The security discussion ranged over automobile permits, cameras, handling of the press, and the physical security of certain areas of the building and the grounds. Mr. [REDACTED] agreed to work out the handling of the press with Col. [REDACTED] in the Office of the DCI. It was decided that no cameras would be permitted. The automobile admittance ticket plus the Agency badge of at least one of the occupants of each automobile would serve to admit the entire group in any one automobile. Mr. [REDACTED] will provide the guards necessary to keep visitors from unauthorized areas in the building and on the grounds.

11. Legal Considerations

There was a general discussion of the legal considerations involved in Visitors' Day. It was pointed out that the contractor would undoubtedly require a release from damages or injuries suffered by visitors. The question of the legal responsibility of the Government in the case of injuries suffered by Agency employees and GSA guards was discussed. The legal responsibilities of the Agency, of the contractor, or of the Government were not defined by this discussion.

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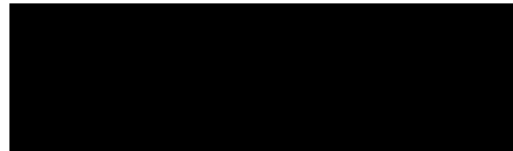
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12. Chairs

It was pointed out that some 200 chairs should be set up in the lobby for the visitors, and that the Supply Division could probably provide these chairs.



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Distribution:

Orig. - M/R File

1 - DD/Pers.

1 - OS (Mr. [redacted])

1 - D/L

1 - OL/PS (Official)

1 - OL/TD

1 - OL/SD

1 - OL/RE&CD

1 - OL/BPS

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OL/PS/E-NE-WH: [redacted] (19 July 61)

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